



Core job information			
Job Title	Research Assistant		
Dept./School/Inst.	School of Electronic Engineering and Computer	Section/Centre/Unit	C4DM
Career Family	Academic & Education (Research)	Grade	4-5
Working hours per week	35 Hours	Appointment period	6 months
Reports to (job title)	(PI) Simon Dixon	Current location	Mile End

Job purpose

To undertake research investigations in collaboration with and under the supervision of Dr Simon Dixon, Principal Investigator in order to realise the objectives and development of the project Sustainable Management of Digital Music Research Data, funded by the JISC. Anticipated activities include: auditing and cataloguing research data, communication with researchers to ascertain user requirements for a data management system, development of a data management plan for the Centre, writing tutorial and technical documentation; presentations at conferences and workshops; and engagement and outreach to the research community and other stakeholders.

The project will be based in the Centre for Digital Music (C4DM), part of the School of Electronic Engineering and Computer Science at Queen Mary University of London. C4DM is a world-leading multidisciplinary research group in the field of Digital Music and Audio Technology, with a broad range of skills and a strong focus on making innovation usable.

Knowledge, Skills & Experience

	Requirements	Essential/Desirable
Qualifications	1. Undergraduate degree in a relevant subject (e.g. Computer Science, Electronic Engineering or Music Technology) or equivalent experience 2a. PhD and/or equivalent professional experience 2b. MSc in a relevant subject at distinction level and/or equivalent professional experience	1. Essential 2a. Desirable 2b. Desirable
Experience	3. Experience of research software development 4. Appropriate track record of publications in relevant high quality journals and/or conferences	3. Desirable 4. Desirable
Knowledge, skills & abilities	5. Knowledge of music informatics and/or audio signal processing 6. Ability to maintain accurate and up to date records 7. Understanding of the research and development process 8. Ability to organise and prioritise own work and organise research within the project timetable 9. Effective team working 10. Excellent communication skills 11. Analytical skills 12. Understanding of software engineering principles	5. Essential 6. Essential 7. Essential 8. Essential 9. Essential 10. Essential 11. Essential 12. Desirable
Attitude & disposition	13. Flexible and co-operative 14. Self-motivated and hardworking 15. Willingness to learn new skills	13. Essential 14. Essential 15. Essential

Other circumstances	16. General health appropriate to the duties of the post	16. Essential
	17. Willingness to work flexibly in order to achieve project demands.	17. Essential
	18. Willingness to travel to meetings and conferences.	18. Essential
	19. Availability for full length of project	19. Desirable

Main Duties and Responsibilities of the Role

1. Contribute towards the project Sustainable Management of Digital Music Research Data, including data audit, cataloguing, software development, documentation, deployment and gathering user feedback.
2. Responsible, under the general guidance of the *PI*, for undertaking the programme of work.
3. Prepare reports of appropriate research results for public presentation through seminars and conferences.
4. Any other relevant activities related to the project as appropriate.
5. The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university, as requested by the line manager or Head of School.

Working Environment

6. Conduct empirical research as required by the research programme.
7. Collect data and undertake any appropriate analysis of data as requested.
8. Maintain appropriate databases, keeping accurate written and computerised records and to ensure that these records are stored in a secure place, and to maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act.
9. Undertake literature and database searches for the research project, and to be able to interpret and present the findings of the literature searches and advise the research teams appropriately regarding potential projects as required by the line manager/supervisor/PI.
10. Keep up to date with subject related and professional issues, in particular, developments in the specific subject area.
11. Comply with relevant College policies and regulations with due regard to financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property and patenting, data protection or any other rules, regulations or codes binding on the member of staff.
12. Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
13. To show a professional attitude to matters of laboratory organisation and safety, and to observe and to take an active role in fulfilling all statutory health and safety regulations.
14. To ensure that all research is undertaken according to good research practice and guidance, such as Good Clinical Practice (GCP), / Good Laboratory Practice (GLP),/ College and Trust protocols.

These duties will be subject to review in line with the changing requirements of the School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

Freedom to Act & Decision Making

15. Responsible, under the general guidance of the PI, for undertaking the programme of work.
16. Develop, in collaboration with the Principal Investigator, such new techniques as may be necessary to achieve the goals of the project.
17. Assist in the supervision of student projects, as necessary.
18. Make research contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of the research project as a whole.

19. Monitor research findings with a view to commercial exploitation, and to inform the Head of School (or Head of C4DM, as appropriate) and Head of Innovation & Enterprise of any appropriate novel research outcomes.
20. Judgements involving complex facts or situations, which require analysis, interpretation and comparison of data or any other information.
21. To adopt flexible working practices where required.
22. Encourage interaction between team members.

Communication & Networking

23. Exchange relevant information, relevant to the project both internally and externally: with staff, students, senior management and peers.

Internal

24. Establish and maintain relationships in order to collaborate with researchers and academics in own team, within the School and outside the School within the College when necessary.
25. To work with students.

External

26. Providing, receiving and presenting complex information to a large group of people.

Finance/Resource Management

n/a

People Management

27. Where appropriate to assist the supervision, training, expert advice and / or assistance to new members of the team, research students.

Changes

28. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.